

**AGENDA ITEM 14: Health & Safety Review**

**1. Review**

- 1.1 The review document is sent under a separate cover (Appendix 1) with an overall score of 95%. This is improvement on 2020 which was at 91%. NB: No overall score was marked for 2021.
- 1.2 Apologies in the delay in getting the final version to Councillors. The document from the review has not altered since it was issued however, when working through the review document it was noted that the calculations element was incorrect in some areas. This was raised with our H&S Advisor who reviewed the same, amended and reissued. This is the final version and sent as advised in 1.1 above.

**2. Review action plan**

- 2.1 Councillors will be pleased to be advised that once the review document was issued work has taken place on the improvements highlighted in the review. Appendix 2 to this cover report is the action plan for the areas of improvement.
- 2.2 As Council will be aware a Foreperson was appointed internally, taking up their position mid-August 2022. This position will work alongside the Council Support Officer, Tracey Trestain and Town Clerk in progressing these improvements. Council Support Officer, Tracey Trestain has already undertaken some training, progressing work in respect of the vibration assessment, which include one to one meetings with affected staff.
- 2.3 As Council can see further work is planned to maintain the Council's good standards of health and safety, as well as moving forward with improvements.

**3. Way Forward**

- 3.1 Council is asked to note the Health and Safety Review and endorse the Action Plan in this regard.

Health and Safety Review Action Plan 2022 – 2023

| No. | Action Point  | Action Agreed   | By Who   | Target Date   | Completion Date   | Confirmation Print Name   | Confirmation Signature |
|-----|---|---|--|---|---|---|------------------------|
| 1.1 | Review the Health and Safety Policy once there are further staffing changes                                     | Last plan was 29.01.19. Staff changes on the horizon and then we will need to review further.   | KP   | April 2023  |   |   |                        |
| 2.3 | The role of Outside Services Supervisor needs to be reviewed and altered if necessary                           | Foreperson role started Mid-August  | KP   | Mid - August 2022   | Mid – August 2022 – Foreman started role  | K. Pemberton  |                        |
| 4.1 | If you employ an outside supervisor he/she should take a safety course if they don't already have one.          | <ul style="list-style-type: none"> <li>i) Town Clerk has undertaken NEBOSH training or similar</li> <li>ii) TT to undertake IOSH Managing Safely.</li> <li>iii) Council Foreperson (PB) to undertake same or similar IOSH course</li> </ul>   | <ul style="list-style-type: none"> <li>Town Clerk</li> <li>TT</li> <li>PB</li> </ul> | <ul style="list-style-type: none"> <li>i) April 2023</li> <li>ii) August 2022</li> <li>iii) Dec 2022</li> </ul>           | <ul style="list-style-type: none"> <li>i) Completed course 19.07.22</li> <li>ii) TT</li> <li>iii) -</li> </ul>                                    | <ul style="list-style-type: none"> <li>i) T. Trestain</li> <li>ii) T. Trestain</li> <li>iii) -</li> </ul> |                        |
| 7.3 | Once the Outside Services Supervisor's role is reviewed it is important to review the training matrix for staff | <ul style="list-style-type: none"> <li>i) Training matrix reviewed in February 22</li> <li>ii) August each year noted to look at following year to feed into budget setting.</li> <li>iii) Review will need to take place again once Council Foreperson in place to update their training as per point 4.1</li> </ul> | <ul style="list-style-type: none"> <li>TT</li> <li>TT</li> <li>TT/PB</li> </ul>      | <ul style="list-style-type: none"> <li>i) Updated in February 22</li> <li>ii) August 22</li> <li>iii) Dec 2022</li> </ul> | <ul style="list-style-type: none"> <li>i) matrix reviewed-valid dates added</li> <li>ii) 02.08.22 TT sent details to RFO</li> <li>iii)</li> </ul> | <ul style="list-style-type: none"> <li>i) T. Trestain</li> <li>ii) T. Trestain</li> <li>iii)</li> </ul>   |                        |
| 8.2 | Review the risk assessments and obtain signatures from those affected by them                                   | <ul style="list-style-type: none"> <li>i) TT to undertake IOSH managing safely course, to help review risk assessment.</li> <li>ii) Council Foreperson to undertake same/similar course</li> <li>iii) Then review all risk assessments with TT and Foreman involvement</li> </ul>                                     | <ul style="list-style-type: none"> <li>TT</li> <li>PB</li> <li>TT/PB</li> </ul>      | <ul style="list-style-type: none"> <li>i) July/August</li> <li>ii) Dec 2022</li> <li>iii) April 2023</li> </ul>           | <ul style="list-style-type: none"> <li>i) TT completed course</li> <li>ii)</li> <li>iii)</li> </ul>   | <ul style="list-style-type: none"> <li>i) T. Trestain</li> <li>ii)</li> <li>iii)</li> </ul>               |                        |

|      |  |   |       |              |                                     |            |
|------|--|---|-------|--------------|-------------------------------------|------------|
| 9.1  | Review the COSHH assessments   | Review to be undertaken with a view of reducing products used and provide information in an easy format for all to use and update.  | TT/PB | January 2023 |                                     |            |
| 12.1 | Undertake a thorough review of the vibration assessment  | TT has undertaken review of acceptable levels, as per advice from Jim. This to be communicated to affected staff at the same time of going through their individual vibration's forms. Also reaffirming importance of detail being logged correctly | TT/PB | TT July      | TT Held one to one meetings July 22 | T Trestain |
| 24.1 | Undertake risk assessment for work related driving.  | TT will look to undertake risk assessment   | TT    | April 2023   |                                     |            |
| 26.1 | Include lone working in risk assessment and in particular access to first aid.   | Lone working review undertaken and Kestrel Guard in place. Risk assessment to be updated  | TT    | April 2023   |                                     |            |
| 28.1 | There should be an overarching risk assessment legionella risk. Check that this is in place and all requirements are adhered to. | TT will look to undertake risk assessment   | TT    | April 2023   |                                     |            |